Ton Duc Thang University

CENTER FOR APPLIED INFORMATION TECHNOLOGY

Course Lecture

MOS WORD 2016

Website: *cait.tdtu.edu.vn*

Facebook: https://facebook.com/trungtamtinhoc

Course Materials

- Textbooks
  - [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word
- Main references:
  - [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
  - [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

ĐẠI HỌC TÔN ĐỨC THẮNG
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Chapter 5

APPLYING REFERENCES

Chapter 5. Applying references

- 5.1 Create footnotes and endnotes
- 5.2 Create a table of contents
- 5.3 Create, insert and edit citations
- 5.4 Insert a bibliography
- 5.5 Insert captions
- 5.6 Insert a table of figures

Chapter 5. Applying references

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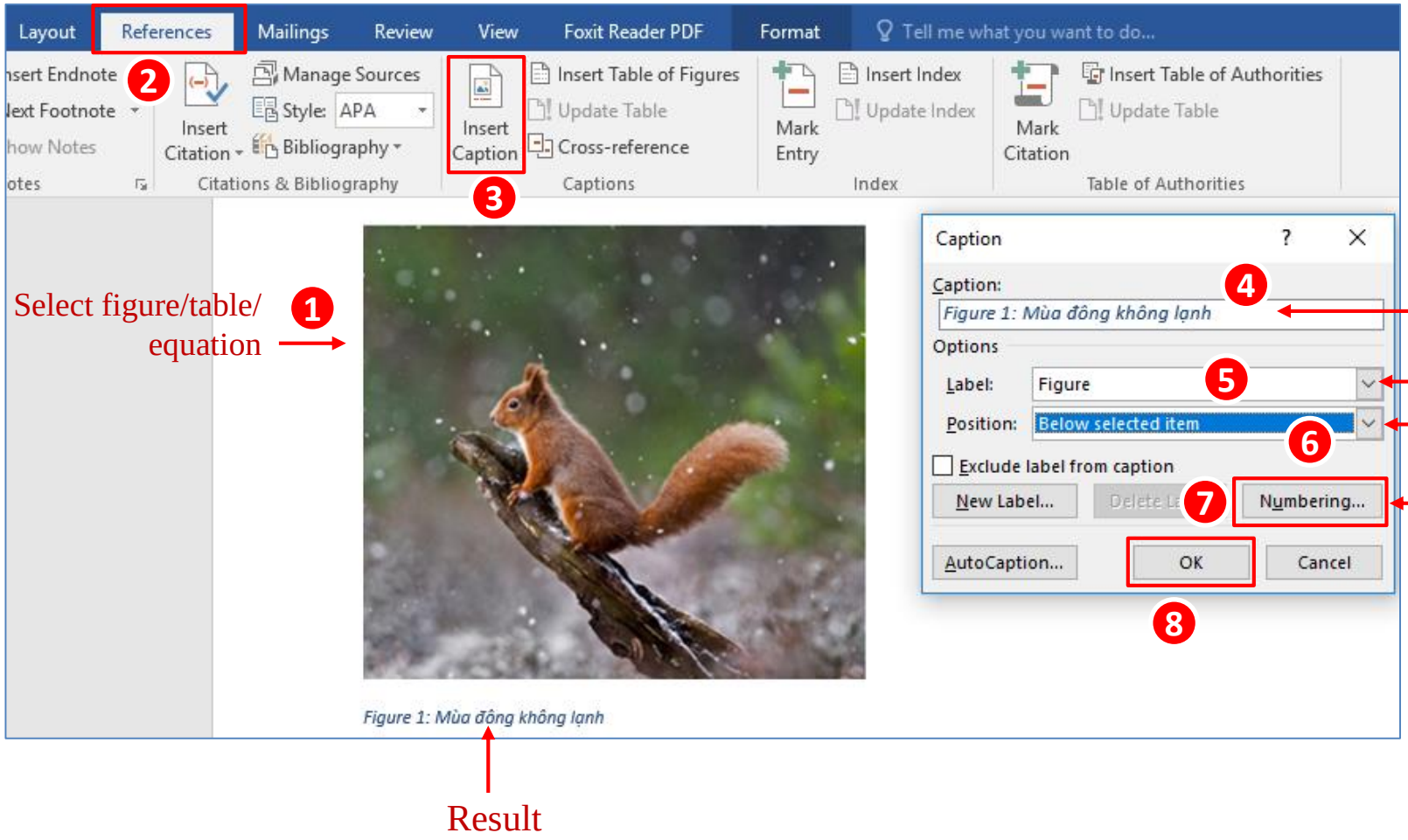
5.5 Insert captions

1/. Insert captions

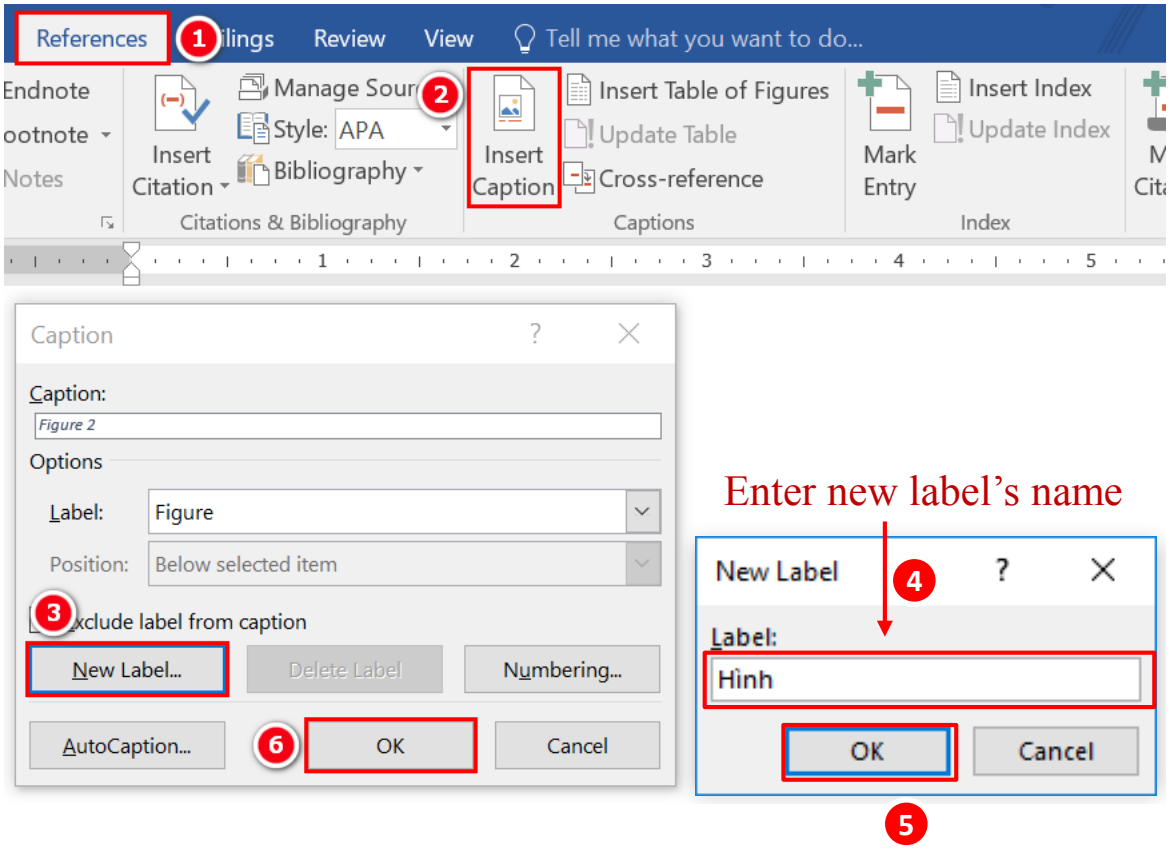
1- Insert captions

- **Insert a caption**



1- Insert captions

- **Create a custom label for captions**



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- **5.6 Insert a table of figures**

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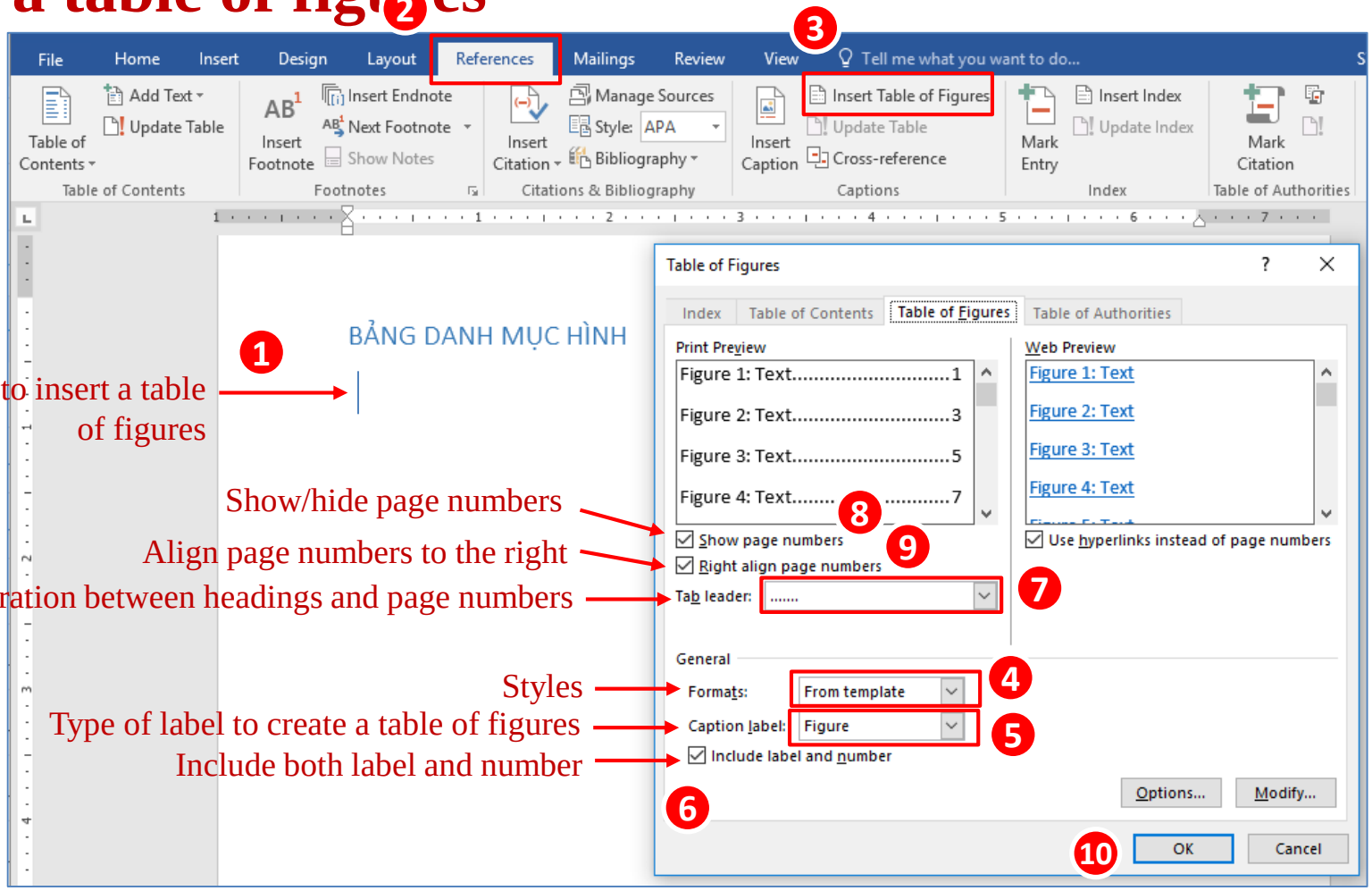
1/. Insert a table of figures

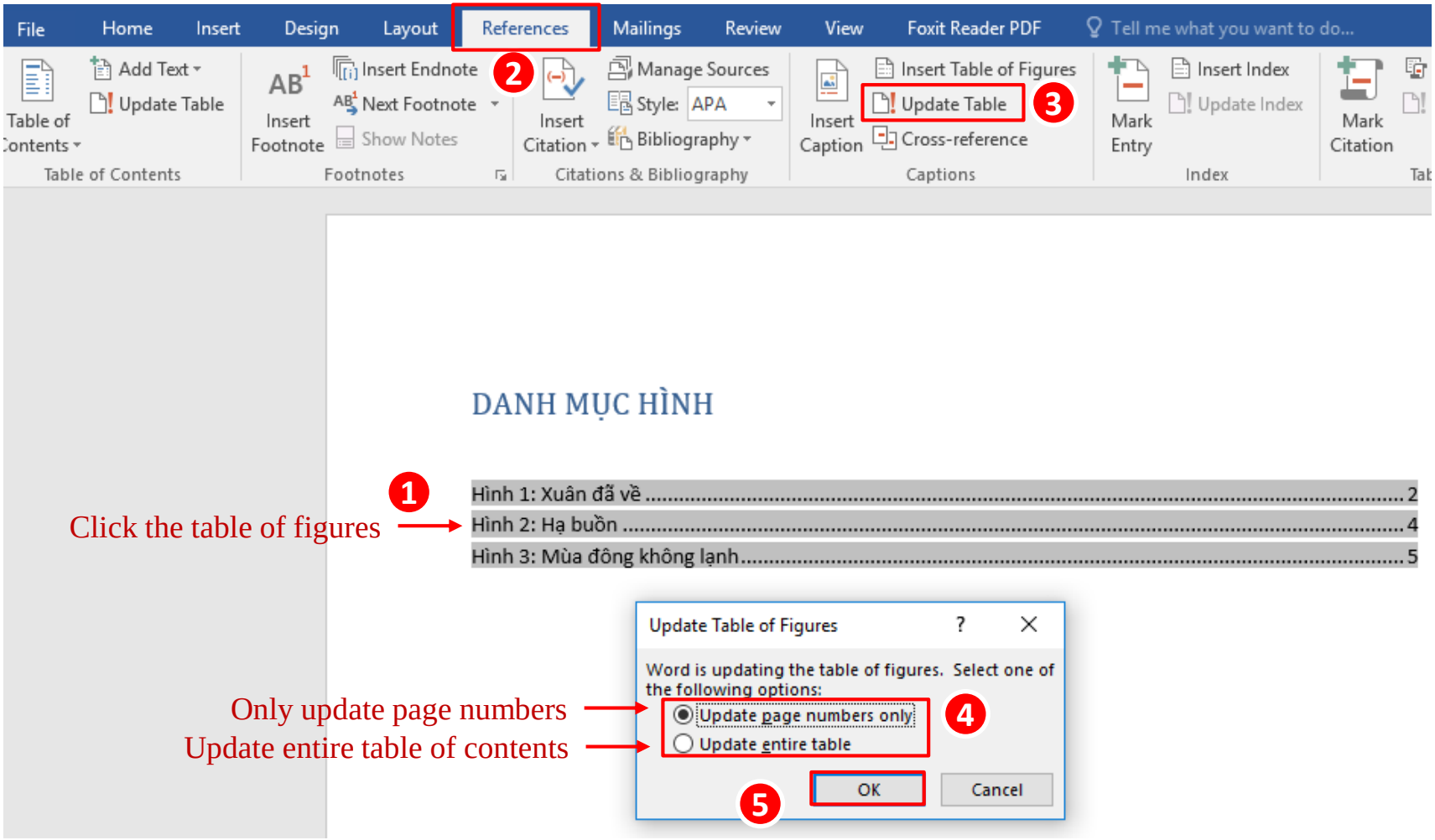
1- Insert a table of figures

- **Insert a table of figures**



1- Insert a table of figures

- **Update a table of figures**



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